



Health and Life Skills Coordinator

Are you a fun, creative, energetic, organized, reliable, self-motivated, responsible, nurturing and compassionate person who likes to work with school children of all ages? If so then the Boys and Girls Clubs of Greater Kalamazoo wants you!

Primary Job Function:

Responsible for coordinating, implementing, and evaluating all prevention, health and life skills activities at the Boys & Girls Clubs of Greater Kalamazoo, including our Lake St Unit, Douglass Unit, and Northeastern Unit.

Job Duties and Responsibilities:

- In accordance with grant requirements, facilitate the Boys and Girls Clubs of America's national health and life skills curriculum, which includes SMART Moves, SMART Girls, and Healthy Habits.
- Work closely with the Clubs' Unit Coordinators to determine program needs in regards to health and life skills.
- Ensure health and life skills programs and activities are offered to members of all ages, genders, and backgrounds.
- Compile necessary information concerning programmatic activities and participation. Provide timely statistical reports to Director of Administration and Development as requested.
- Work with community agencies and partners to strengthen the program goals and objectives.
- Provide Club members and families with community health and life skills resources.
- Supervise participating members at all times during scheduled programs.
- Assist with planning and implementation of Club-wide special events, including fundraisers as requested.

Job Skills/Knowledge Required:

- Bachelor's Degree in Social Work, Psychology, or related field, or equivalent experience.
- Background in implementing prevention programs.
- Ability to plan and execute a wide range of prevention programs for youth of all ages, genders, and levels of ability.
- Experience in collaborating with community agencies.
- Strong communication skills, both verbal and written.
- Ability to effectively supervise members, including addressing discipline problems.

- Strong understanding of group dynamics and proven capacity to facilitate small group clubs and activities.
- Ability to submit detailed written report in a timely manner.
- Demonstrated ability and aptitude in decision-making skills.
- Demonstrated leadership skills.
- Demonstrated ability to work as a team.
- Demonstrated ability in working with youth, parents/guardians, community leaders, board members, and other staff.
- Ability to work nights and weekends if needed.

Hours and Salary: 30 hours per week; hourly pay dependent on skills and experience.

To apply, please send resume and cover letter to:

Jessica Mancino
Director of Program Services
Boys and Girls Clubs of Greater Kalamazoo
915 Lake St. Kalamazoo, MI 49001

Or Email to:

jessicam@bgczoo.org

Applications deadline: July 18th, 2014